

## RECORDS RETENTION SCHEDULE

GC 28066

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2<sup>nd</sup> Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by e-mail at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION Public Utilities Commission		(2) AGENCY BILLING CODE 59000		(3) PAGE 1 OF 3 PAGES	
(4) DIVISION/ BRANCH/ SECTION Commissioner Simon's Office		(5) ADDRESS 505 Van Ness Ave, San Francisco, CA 94102			
CHECK THE APPROPRIATE BOX					
(6) <input checked="" type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9)–(12)]					
(7) <input type="checkbox"/> Revising a previous schedule. [Complete boxes (13)–(16)] (A new approval number will be assigned.)					
(8) <input type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13)–(16)] (The original approval number will remain in effect.)					
NEW SCHEDULE INFORMATION (If applicable)		(9) SCHEDULE NUMBER TAS 1	(10) SCHEDULE DATE 01/08/08	(11) NUMBER OF PAGES 4	(12) CUBIC FEET (Total Schedule) 10
PREVIOUS SCHEDULE INFORMATION (If applicable)		(13) SCHEDULE NUMBER	(14) APPROVAL NUMBER	(15) APPROVAL DATE(S)	(16) PAGE NUMBER(S) REVISED
(17) MISSION/FUNCTIONAL STATEMENT “Our mission is to provide a variety of analytical decisions in support of the public and regulated utilities throughout the State of California. This is assisted by the various departments, the Commission and the public. Our goal is to be certain that the public is provided essential services in a regulated environment.”					
<b>PART I – AGENCY STATEMENTS</b>					
As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. <b>For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.</b>					
(18) SIGNATURE – MANAGER RESPONSIBLE FOR THE RECORDS 		(19) TITLE Administrative Assistant I		(20) PHONE NUMBER 703-2284	(21) DATE SIGNED 01/09/08
In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.					
(22) SIGNATURE – RECORDS MGMT. ANALYST 		(23) CLASSIFICATION 380 II Supervisor	(24) NAME (Printed or Typed) GARY R. MUNHALL	(25) PHONE NUMBER (415) 743-1860	(26) DATE SIGNED 01/11/2008
<b>PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)</b>					
(27) SIGNATURE – CalRIM CONSULTANT 			(28) APPROVAL NUMBER 08-028	(29) DATE SIGNED 1/29/2008	(30) EXPIRATION DATE 1/29/2013
<b>PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)</b>					
THE ATTACHED RECORDS RETENTION SCHEDULE:					
(31) <input type="checkbox"/> Contains no material subject to further review by the California State Archives					
(32) <input checked="" type="checkbox"/> Contains material subject to archival review. Items stamped “NOTIFY ARCHIVES” may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)					
(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE 			(34) DATE SIGNED Feb 15, 2008		

FOR ARCHIVES' STAMP

CALIFORNIA  
STATE ARCHIVES

Item # (37)	Cubic Feet (38)	CA State Archives Use Only (39)	Title and description of Records (double spaces between items) (40)	Media (41)	Vital (42)	Retention				PRA (exempt) & IPA (47)	Remarks (48)
						Office (43)	Dept. (44)	SRC (45)	Total (46)		

1	1	NOTIFY ARCHIVES	<u>Administrative Records</u>								
	1		Correspondence	P/E		Active					Inactive when inquiries/request satisfied. Destroy on site
	2	NOTIFY ARCHIVES	Chron Files	P/E		Active					Retain in office until term ends or separation. Then transfer to SRC for permanent storage (historical)
	3		Calendars	P/E		Active					Active until term ends or separated from state then destroy on site.
	4		TEC/Travel Related	P/E		Active					Active until term ends or separated from state then destroy on site.
8	5	NOTIFY ARCHIVES	<u>Program Records</u>								
	5		Agenda Material	P/E							Active until adopted then destroy on site. Originals retained in Central Files.
	6		Case filings, pending cases including all evidentiary documents & related materials	P/E		Active					Active until adopted then destroy on site. Originals retained in Central Files.

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						Office (43)	Dept. (44)	SRC (45)	Total (46)		

7	1	NOTIFY ARCHIVES	<u>Program Records, cont'd</u>	P/E		Active					Retain in office until term ends or separation. Then transfer to SRC for permanent storage (historical)
			Testimony/Speeches								
			Research and notes on cases and other matters of regulation including advice memos								
			<u>Records Management</u>								
9			Std. Form 70, Records Inventory Worksheet	P/E		Current				URGENT	Retain as until next inventory or when no longer needed for reference or analysis, whichever is later. Destroy on site.
10			Std. Form 73, Records Retention Schedule	P/E		URGENT				URGENT	Retain as "Current" until no longer needed for reference or analysis, whichever is later. Retain as "Current" until revised. NOTE: Although revision is required every five yrs. from date approved by CalRIM, RRS that are not revised remain in effect but are considered non-current.